

**Water/Wastewater Commissioners’
Meeting Minutes
February 17, 2015**

Present: Michael Putnam, Chairman
Dale A. White, Vice-Chairman
Robert E. Courage, Member
David Boucher, Director
Evelyn Gendron

Call to Order

Chairman Putnam called the meeting to order at 6:07 p.m.

Decisions/Approvals

Approval of Meeting Minutes – Commissioner Courage made the motion to approve the minutes of the February 3, 2015 meeting. Vice-Chairman White seconded the motion. All voted in favor.

Community Public Water System Emergency Plan – 2015 – Director Boucher distributed copies for the commissioners’ review. He said the NH DES has reviewed and approved this document, and that the commissioners’ signatures are needed. He pointed out the new topics inserted as well as topics updated since the 2009 Emergency Plan. Following Mr. Boucher’s having addressed Vice-Chairman White’s inquiries, Chairman Putnam made the motion to approve the 2015 Community Public Water System Emergency Plan as presented. Commissioner Courage seconded the motion. All voted in favor.

Discussion/Information Items

West Elm Street Water Main Extension – Update – Director Boucher reported he updated the information to be sent to the additional Elm Street businesses as requested recently by the NH DOT. The commissioners look forward to the March 10, 2015 Town Vote warrant article results for this project.

Milford/Wilton Inter-Municipal Agreement – Update – The Attorney General’s office emailed Director Boucher suggested language regarding agreement termination terms, which will be finalized by Town Counsel. As the Town of Wilton has a proportional financial interest in the Milford wastewater treatment facility operations, Mr. Boucher said, both Milford and Wilton would need to agree to terminate the inter-municipal agreement and state and federal agency approval would be required. Mr. Boucher said he would forward the updated, final draft agreement tomorrow to the Attorney General’s office and then to the Wilton Sewer Commissioners. Commissioner Courage asked whether the Wilton Sewer Commissioners would be invited to a future meeting in Milford. Mr. Boucher will follow up with the Wilton Sewer Commissioners, who meet on a monthly basis.

Prospect Tank Proposal – Stantec Consulting – Update – Director Boucher sent information to Mr. Rene LaBranche, Stantec Consulting. Additional information will be picked up by Mr. Seth Potter tomorrow morning. Director Boucher said he read an interesting account of the September 1938 local hurricane effects upon the 1889 Prospect water storage tank having held up surprisingly well. Mr. Courage recalled the disadvantages of this tank serving the population due to elevation issues. Mr. Boucher will contact Mr. Rick Riendeau, Public Works Director, to respectfully request the Prospect Tank Century plaque be relocated from South Street to Nashua Street for proud display at the Water Utilities Department. Commissioner Courage suggested a 2015 photograph be taken to commemorate the on-line longevity of this municipal water storage tank. Chairman Putnam, Vice-Chairman White and Commissioner Courage agreed that a picture of this historic tank and the commissioners would be an article of interest to the Cabinet. A picture and the plaque from this tank will be given to the Milford Historical Society.

Dram Cup Water Storage Tank Rehab Project – Update – Director Boucher said this water storage tank is back on-line. He has spoken with Mr. Chris Berg, Wright-Pierce, and the two will process the contractor's statement of substantial completion, retainage figures, and the final pay requisition. Winter accessibility to the Dram Cup tank was discussed.

2015 Director Goals – A listing of non-routine projects was distributed by Director Boucher for review and discussion by the commissioners. Commissioner Courage suggested obtaining a cost estimate to extend the 12" water main on Union Street underneath the railroad crossing to the hydrant located on the Garden Street corner, so that a hydrant would be placed on the north side of the railroad tracks in the vicinity of the Congregational Church, the Professional Building, the Community House and Historical Society, and so that the water main ties in with the Elm Street water main. These large, old buildings would be better protected by accessibility to the 12" water main. Mr. Boucher will prepare a Request for Proposal by the end of February. The commissioners decided against considering extending the water main between the Jacques School and Mont Vernon Street since the Souhegan River dam will remain in place. Chairman Putnam commented that Director Boucher's 2015 goals will cover a wide scope of activities. The commissioners will finalize Mr. Boucher's performance review for submittal to the Human Resources Department.

Activities Report & 12/31/14 Town Trust Funds Report – Reviewed by the commissioners. Director Boucher will speak with Director Riendeau, DPW, regarding possible updates to the 2015 paving plans for the vicinity of Clinton and Nashua Streets where the Water Department's road patch dips. Vice-Chairman White recalled that the Souhegan Street paving patch needs to be milled.

Miscellaneous Water Utilities Department Project Updates – Commissioner Courage commented on the need to hold all contracted engineers accountable for their submitted milestone dates and to sufficiently justify project delays, including Underwood Engineers' February 11, 2015 design engineering schedule for the wastewater facilities plan. Mr. Boucher noted at the bottom of Underwood's meeting handout "to be publicly bid in 2016", and stated the project financial figures would be required prior to year end 2015 in order to prepare and submit a warrant article for the town voter's guide and mid-March vote. Director Boucher will advocate preparation of the pre-bid project package with Mr. Mercier, Underwood Engineers.

Future Appointments/Meetings:

The next Commissioners' meeting will be Tuesday, March 3, 2015 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Commissioner Courage moved to adjourn at 7:00 p.m. Chairman Putnam seconded. All voted in favor.

Michael E. Putnam, Chairman

Date

Dale A. White, Vice-Chairman

Date

Robert E. Courage, Commissioner

Date